

*sel C<sup>2</sup>* 1. (Twice amended) A computer readable memory having a plurality of storage locations for storing records in the computer readable memory, said memory comprising:

*B1* at least one structured workfolder for storing and organizing electronic documents which said documents may or may not exist at the time of workfolder creation;

said workfolder containing a contents element for storing primary data, said contents element containing one or more placeholders for reserving a slot within said workfolder for documents expected to be added to said workfolder via said placeholder.

*sel C<sup>6</sup>* 28. (Twice amended) A computer readable memory having a plurality of storage locations for storing records in the computer readable memory, said memory comprising:

*B2* a template used to create one or more particular instances of a structured workfolder for storing and organizing electronic documents;

said template containing a contents element;

said contents element containing a placeholder for reserving a slot within said workfolder for documents expected to be linked to said workfolder instance, which said documents may or may not exist at the time of workfolder creation, said documents being linkable subsequent to their creation to said workfolder instance via a particular instance of said placeholder in said workfolder instance.

*sel C<sup>10</sup>* 37. (Twice amended) A method of creating in a computer readable memory a structured workfolder for organizing electronic documents comprising the steps of:

*B3* creating a structured workfolder root node, said root node containing a contents element for storing primary data therein; and

creating at least one placeholder reserving a slot within said workfolder for documents which may or may not exist at the time of workfolder creation and expected to be linked to said workfolder via said placeholder.